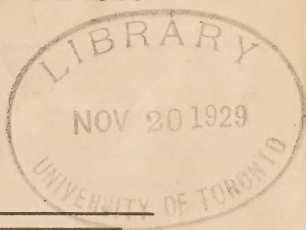


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CIVIL SERVICE COMMISSION OF CANADA
OTTAWA, CANADA

EXAMINATIONS FOR CLERKS, STENOGRAPHERS AND TYPISTS



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CIVIL SERVICE COMMISSION CANADA

EXAMINATIONS FOR CLERKS, STENOGRAPHERS AND TYPISTS

Positions in the above classes for which open competitive examinations are frequently held are as follows:

Class	SALARY PER ANNUM		
	Mini- mum	Annual Increase	Maxi- mum
Clerk, Grade 1.....	\$ 720	\$60	\$1,020
Clerk, Grade 2.....	1,080	60	1,380
Stenographer, Grade 1.....	720	60	1,020
Stenographer, Grade 2.....	1,080	60	1,380
Typist, Grade 1.....	720	60	1,020
Typist, Grade 2.....	1,080	60	1,380

The higher positions in the clerical service are, whenever possible, filled by promotion from the junior grades.

Nature of examination.—The examinations for the above classes of positions are as follows (for the scope of each test see the following paragraph):

- Clerk (Grade 1)..... Spelling (Test 13).
Letter-writing and Report-making (Test 15).
Accuracy and Intelligence (Test 17).
Arithmetic (Test 19).
Optional subjects:
Book-keeping (Test 21).
Shorthand (Test 23).
Typewriting (Test 25).
- Clerk (Grade 2)..... Spelling (Test 14).
Letter-writing and Report-making (Test 16).
Accuracy and Intelligence (Test 18).
Arithmetic (Test 20).
Optional subjects:
Book-keeping (Test 22).
Shorthand (Test 23).
Typewriting (Test 25).
Filing (Test 27).
Statistics (Test 28).
- Stenographer (Grade 1). Spelling (Test 13).
Letter-writing and Report-making (Test 15).
Accuracy and Intelligence (Test 17).
Shorthand (Test 23).
Typewriting (Test 25).
Optional subject:
Arithmetic (Test 19).
- Stenographer (Grade 2). Spelling (Test 14).
Letter-writing and Report-making (Test 16).
Accuracy and Intelligence (Test 18).
Shorthand (Test 24).
Typewriting (Test 26).
Optional subjects:
Arithmetic (Test 20).
Legal Procedure and Terminology (Test 29).

- Typist (Grade 1).... Spelling (Test 13).
 Letter-writing and Report-making
 (Test 15).
 Accuracy and Intelligence (Test 17).
 Typewriting (Test 25).
 Optional subject:
 Arithmetic (Test 19).
- Typist (Grade 2).... Spelling (Test 14).
 Letter-writing and Report-making
 (Test 16).
 Accuracy and Intelligence (Test 18).
 Typewriting (Test 26).
 Optional subject:
 Arithmetic (Test 20).

Scope of examination tests.—

Test 13.—A written examination covering spelling.

Test 14.—A written examination covering spelling, of a more advanced standard than Test 13.

Test 15.—A written examination covering letter-writing and report-making, including penmanship, grammar, punctuation, vocabulary, elementary proof-reading, and business and correspondence forms.

Test 16.—A written examination of a more advanced standard than Test 15, covering letter-writing and report-making including penmanship, grammar, punctuation, vocabulary, business and correspondence forms, proof-reading, precis, and general office practice.

Test 17.—A written examination covering checking and comparing, tabulating, elementary indexing, accuracy and general intelligence.

Test 18.—A written examination of a more advanced standard than Test 17, covering checking and comparing, tabulating, indexing, accuracy and general intelligence.

Test 19.—A written examination covering addition, subtraction, multiplication, division, simple fractions, percentages, proportion, and simple problems in commercial arithmetic.

Test 20.—A written examination covering addition, subtraction, multiplication, division, simple fractions, percentage, proportion, discount and interest, and more advanced problems in commercial arithmetic.

Test 21.—A written examination covering the elementary principles of book-keeping; definition of book-keeping terms; business forms, including notes, cheques, drafts, bills of exchange, invoices, receipts, deposit slips, etc.;

cash book; journalizing; posting; closing and balancing of accounts; trial balance; and operation of petty cash account.

Test 22.—A written examination covering book-keeping principles; definition of book-keeping terms; negotiable instruments and other business forms; cash book; petty cash account; bill books; journal; general ledger; subsidiary ledgers; closing and balancing; trial balances before and after closing; and financial statements.

Test 23.—A written examination covering shorthand at a speed of 70 and 90 words a minute.

Test 24.—A written examination covering shorthand at a speed of 90 and 110 words a minute.

Test 25.—A written examination in type-writing including a speed test at a minimum rate of 30 words a minute.

Test 26.—A written examination in type-writing including a speed test at a minimum rate of 40 words a minute.

Test 27.—A written examination covering a general knowledge of filing methods and equipment.

Test 28.—A written examination covering a general knowledge of statistics and statistical methods.

Test 29.—A written examination covering knowledge of legal procedure and terminology.

Optional Subjects.—By qualifying in the optional subjects candidates have an opportunity for appointment to a greater variety of positions. In each case a percentage of 60 on each subject must be obtained. Clerks Grade I who also qualify in tests 21, 23 or 25 may be assigned to positions requiring a knowledge of book-keeping, shorthand or type-writing respectively. Clerks Grade II who also qualify in tests 22, 23, 25, 27 or 28 may be assigned to positions requiring a knowledge of book-keeping, shorthand, type-writing, filing or statistics respectively. Stenographers, Grade II, who also qualify in test 29 may be assigned to positions of Law Stenographer where some legal knowledge is required. Stenographers or Typists must qualify in arithmetic before they are eligible for promotion or transfer to Clerks' positions.

Place and date of examinations.—For stenographic positions at Ottawa, examinations are generally held throughout Canada twice a year, in spring and fall, but not so frequently for the other clerical classes, in which vacancies are less numerous, and for which examinations are held only when the eligible lists are about to become exhausted. For positions other than in Ottawa, applications are invited by public advertisement, and examinations are held, when and where required.

Applications for examination.—These general examinations are advertised by posters displayed in Post Offices, Libraries, Business Colleges, and other places of public interest. Old application forms are not transferable and candidates must file a new form for each examination advertised. No consideration will be given to applications which are not duly completed and legally certified by a Justice of the Peace or other person legally authorized to administer oaths. Candidates at examinations may be required to pay such fees for admission thereto as may be ordered by the Commission.

Examination centres.—Examinations will be held, when required, in the following centres (provided that not less than three candidates make application to write at the same place); Prince Rupert, Victoria, Vancouver and Nelson, in the Province of British Columbia; Edmonton, Calgary and Frank, in the Province of Alberta, Saskatoon, Regina and Moose Jaw, in the Province of Saskatchewan; Brandon and Winnipeg, in the Province of Manitoba; Port Arthur, Sault Ste. Marie, North Bay, Windsor, Sarnia, London, Woodstock, Brantford, Hamilton, Toronto, Peterborough, Kingston and Ottawa, in the Province of Ontario; Montreal, Sorel, Sherbrooke, Three Rivers, and Quebec, in the Province of Quebec; Fredericton, Chatham, St. John and Moncton, in the Province of New Brunswick; Charlottetown and Summerside, in the Province of Prince Edward Island; Kentville, Yarmouth, Halifax and Sydney, in the Province of Nova Scotia. Examinations may also be held at points other than these centres, but only when the number of candidates and the distance from a regular centre would justify such action.

Preference to local residents.—The Civil Service Act provides that except as to positions on the headquarters' staff at Ottawa, preference shall be given to residents of the locality where the vacancies exist.

Residence and citizenship.—Candidates must be British subjects and have resided in Canada for at least three years. Returned soldiers who are not yet British subjects but have made application for naturalization papers may be admitted to examinations but cannot be appointed until their naturalization is complete.

Physical fitness.—Candidates should not apply for positions for which they are not physically fit, as they may be rejected for either temporary or permanent employment on this account.

Veteran and disability preference.—The Civil Service Act gives preference, among candidates possessing the necessary qualifications, first to persons in receipt of pensions for war disabilities, who, by reason of their disability, are not able to continue their pre-war occupation and have not been successfully re-established, and secondly, to persons who have been on active service overseas or on the high seas.

Age limits.—Preference is given to candidates who are between 18 and 35 years of age on the first day of examination, except in the case of persons entitled to the veteran or disability preference, and permanent civil servants who, when first appointed, were not over 35 years of age.

Examinations in French or English.—Applications for examination may be made and examinations may be taken in either English or French.

Admission orders and general instructions.—An order for admission to examination is sent each candidate before the examination. It contains instructions as to the time and place at which candidates should present themselves for examination, and information regarding the general conduct of the examination. Candidates who do not receive this admission order in a reasonable time before the date of examination should notify the Commission by wire.

Standing required to qualify.—In order to qualify in these examinations, candidates must secure 60 per cent in each subject, and 70 per cent on the total of all subjects.

Examination results.—Papers are marked with all possible dispatch and as soon as the results are completed, candidates are notified. Prior to that time no inquiries addressed to the Commission will be answered and no letters explanatory of errors presumed to have been made in an examination will receive attention.

Appeals.—Within one month after the publication of the results to the examination, any candidate who considers that his answer papers have not been correctly valued may make application to the Commission to have his papers re-read. Such application must be accompanied by a fee of the amount paid by the candidate for entrance to the examination. In cases where the appeal is sustained the fee will be returned.

Appointments.—Appointments are made in order of merit from the list of eligibles established by the examination. Successful candidates should, however, be prepared to accept temporary employment.

Promotions.—Promotions as referred to in the first paragraph of this pamphlet are determined, (1) by the employee's length of service, (2) by his efficiency, at his work, and (3) by his fitness for higher and more responsible duties.

